

U.S. Tool & Engineering

LTE 117

EMPLOYMENT APPLICATION

An Equal Opportunity Employer

It is the policy of U.S. Tool & Engineering to employ, train, compensate, promote and provide other terms and conditions of employment, without regard to a race, religion, color, national origin, sex, pregnancy status, marital status, sexual orientation, age, disability/handicap, veteran status, or other characteristics protected by law.

This application must be completed in full. Please print or type and answer all questions.

Employment Eligibility

The Immigration Reform and Control Act of 1986 prohibits the employment of unauthorized aliens, and requires employers to verify the employment eligibility of all new employees. An offer of employment made by the Company will be conditioned upon your providing the documentation required by law as evidence of your personal identity and your authorization to work in the United States.

Personal Data

Name: _____ Date of Application: _____
Last First Middle

Are Education and Employment Records listed under a different name? If yes, list previous name(s) utilized: No Yes

Previous name(s) utilized: _____

Present Street Address: _____

City: _____ State/Province: _____ Country: _____ ZIP/Postal Code: _____

Email Address: _____ Social Security No: _____

Telephone (day): _____ Cell/Pager: _____ Is Your Age Under 18? Yes No

Are you legally authorized to work in the United States? Yes No

Will you now or in the future require sponsorship for employment visa status (e.g. H-1B visa status)? Yes No

Job Interest

Position Desired: _____

Expected Salary: _____ Date Available For Employment: _____

What led you to apply for a position with U.S. Tool & Engineering? (check appropriate box)

Print Ad University Recruiting Walk In

Internet – Name: _____

Employee Referral – Employee Name: _____

Agency/Search Firm – Name: _____

Other Source (Please Specify): _____

If you are applying for a position that requires driving (i.e. a driver, sales rep, etc.) or for a position which is eligible for a company car, please provide your drivers license number. State: _____ License #: _____ Expiration Date: _____

| Full School Name | City | State | Major Course or Subject | Did You Graduate | Degree |
|-------------------------------|------|-------|-------------------------|---|--------|
| High School/Preparatory/GED | | | | Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| Trade School/Technical School | | | | Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| College | | | | Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| Graduate School | | | | Yes <input type="checkbox"/> No <input type="checkbox"/> | |

Prior Address Information

Please indicate all addresses – (excluding current address indicated on Page 1) – that you have used in the last seven (7) years.

Street Address: _____

City: _____ State/Province: _____ ZIP/Postal Code: _____

Country: _____ Dates At This Address: From: _____ To: _____

Street Address: _____

City: _____ State/Province: _____ ZIP/Postal Code: _____

Country: _____ Dates At This Address: From: _____ To: _____

Street Address: _____

City: _____ State/Province: _____ ZIP/Postal Code: _____

Country: _____ Dates At This Address: From: _____ To: _____

Employment

Have you ever been employed by U.S. Tool & Engineering or a U.S. Tool & Engineering affiliated company? Yes No

If yes, which business and location?

Employment Start Date:

Employment End Date:

Are you currently subject to a non-compete or employment agreement with current or former employer? Yes No

If yes, please explain:

List all employment for the last 10 years with the current/most recent position first. Include self-employment, military service, summer and part-time jobs. Include at least your three most recent employers, if applicable. **Must be completed in full for each employer. Writing "See resume" is not acceptable.**

Current/Previous Employment History (Please use complete names – no abbreviations)

| | | | | |
|---------------------|---------------------|--------------------------|-----------------------|----------------|
| Company Name: | Start Date (Mo/Yr): | End Date (Mo/Yr): | Job Title and Duties: | |
| Street Address: | Department: | | Starting Salary: | Ending Salary: |
| City: | State: | Telephone Number: () - | | |
| Reason For Leaving: | | Name of Most Recent Mgr: | | |
| | | Title: | Phone: | |

| | | | | |
|-----------------|---------------------|-------------------------|-----------------------|----------------|
| Company Name: | Start Date (Mo/Yr): | End Date (Mo/Yr): | Job Title and Duties: | |
| Street Address: | Department: | | Starting Salary: | Ending Salary: |
| City: | State: | Telephone Number: () - | | |

| | | |
|---------------------|--------------------------|--------|
| Reason For Leaving: | Name of Most Recent Mgr: | |
| | Title: | Phone: |

| | | | | |
|-----------------|---------------------|-------------------------|-----------------------|----------------|
| Company Name: | Start Date (Mo/Yr): | End Date (Mo/Yr): | Job Title and Duties: | |
| Street Address: | Department: | | Starting Salary: | Ending Salary: |
| City: | State: | Telephone Number: () - | | |

| | | |
|---------------------|--------------------------|--------|
| Reason For Leaving: | Name of Most Recent Mgr: | |
| | Title: | Phone: |

May we contact the employers listed above Yes No If no, list employer(s) you do **NOT** want us to contact, and state reason.

Convictions/Suspensions/Debarments

Have you ever been discharged, permitted to resign in lieu of discharge, or asked to resign from any position? If yes, please identify the employer and the reason for the discharge or the resignation. Yes No
(Please Check One)

Have you been convicted of or imprisoned for any type of misdemeanor or felony within the last seven years? If yes, please list. Yes No
(Please Check One)

Are you currently debarred, suspended or otherwise ineligible to work on any federally funded program? If yes, please explain. Yes No
(Please Check One)

NOTE: If "YES" to any of the above questions, this information will not necessarily disqualify an applicant from employment and therefore, any uncertainty should be resolved in favor of disclosure. The nature and seriousness of the crime and date of conviction will be considered.

Additional Information

State any additional information you feel may be helpful to U.S. Tool & Engineering in considering your application. This could include any specialized training or courses you have completed that will aid in evaluating your qualifications for the position you are seeking. *(Example: If applying for a clerical position, note training such as word processing, typing, calculator, computer, hardware, software, etc.)* Please include grade or other indicator of achievement, such as words per minute typed.

References

Please list at least three business or school related references that U.S. Tool & Engineering may contact regarding your application. Do not include relatives.

| <u>Reference Name</u> | <u>Address</u> | <u>Daytime Phone Number</u> |
|-----------------------|----------------|-----------------------------|
|-----------------------|----------------|-----------------------------|

1.

2.

3.

Applicant's Statement (Please indicate that you have read and understand each paragraph of the Applicant's Statement by placing your initials beside each paragraph)

- I certify that this application was completed by me and that all entries and information in it are TRUE and COMPLETE to the best of my knowledge. In the event of employment, I understand that false, misleading or omitted information on my application may result in discharge.
- I authorize investigation of all information contained in this application as may be necessary in arriving at an employment decision. I understand that an investigation may be made and information may be obtained through interview with personal references and past employers, through a credit check, a criminal history check and/or a driver's record check. This inquiry may include information as to, among other things, my character, general reputation and personal characteristics, as well as information about my work performance and workplace conduct. I consent to this investigation and to the consideration of any statements of references, former employers or others that are given in response to the inquiry.
- I hereby release all parties, including but not limited to personal references and previous employers, from liability for any injury or damage that may result from their furnishing information concerning me or any action U.S. Tool & Engineering takes on the basis of such information.
- I understand that, if I am offered a job, as a condition of beginning my employment, I will be required to undergo a drug screen and (*physical exam – if required*), and I hereby authorize any doctor, hospital, clinic, laboratory or other medical facility to furnish any medical information with reference to me as may be necessary in conjunction with that examination and related considerations.
- I understand that, according to federal law, all individuals who are hired must, as a condition of employment, produce certain documentation to verify their identity and United States citizen status or, if aliens, their legal authorization to work in the United States. As a consequence, I understand that any offer of employment to me is contingent upon my ability to produce the required documentation within the time period required by law.
- I understand that this application is not, and is not intended to be, a contract of employment. I understand that if employed my employment is "at will", that is, the company or I can terminate employment at any time without cause. I further understand that statements which may be contained in policies, practices, handbooks or other material do not create any guarantee of employment and that U.S. Tool & Engineering has the right to modify, amend or terminate policies, practices, benefits plans or other programs within the limits and requirements imposed by law. Understand that no representative of U.S. Tool & Engineering, other than an officer, has the authority to enter into any agreement for any specific period of time or to make any agreement contrary to the foregoing and that any such agreement must be in writing to be binding.
- I understand that, upon employment, I will be required to sign a Proprietary/Intellectual Data (*non-disclosure*) agreement.
- I certify that I am not bound by any employment contract or non-competition agreement that would be breached by any employment that might be offered to me by U.S. Tool & Engineering, nor am I in possession of nor will I at any time reveal to U.S. Tool & Engineering, under any circumstances, any proprietary or confidential information that is the subject of any contract, non-disclosure agreement or prior work relationship involving any other person or entity.
- I hereby give U.S. Tool & Engineering permission to obtain consumer reports and other background information to be used for employment purposes at any time during the application process and, if I am hired, throughout the tenure of my employment.

Applicant's Signature: _____

Date: _____

Applicant's Name Printed: _____

U.S. TOOL & ENGINEERING

AFFIRMATIVE ACTION VOLUNTARY SELF-IDENTIFICATION FORM

VOLUNTARY

SELF IDENTIFICATION

U.S. Tool & Engineering requests that you provide the following information on a VOLUNTARY basis. The Federal Government requires U.S. Tool & Engineering to report on the sex and race of every applicant. This information is requested for statistical purposes only, and will not be kept with your application or used in connection with any employment decisions. There will be no negative consequences to you if you choose not to provide this information.

(Mark only one sex and one race/ethnic group.)

SEX: Male Female

RACE/ETHNICITY:

- American Indian or Alaskan Native** (A person with origins in any of the original peoples of North America who maintains cultural identification through tribal affiliation or community recognition.)
- Asian or Pacific Islander** (A person with origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Republic and Samoa; and on the Indian Subcontinent, includes India, Pakistan, Bangladesh, Sri Lanka, Nepal, Sikkim and Bhutan.)
- Black** (An individual, not of Hispanic origin, with origins in any of the Black racial groups of Africa.)
- Hispanic** (A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race. This does not include persons of Portuguese descent or persons from Central or South America who are not of Spanish origin or culture.)
- White** (An individual, not of Hispanic origin, with origins in any of the original peoples of Europe, North Africa, or the Middle East.)

Applicant Name:

Date:

Position Title:

Social Security Number: